MULTIMEDIA UNIVERSITY®

STUDENT ID NO

MULTIMEDIA UNIVERSITY

FINAL EXAMINATION

TRIMESTER 3, 2017 / 2018

PSS0014 – UNIVERSITY STUDY SKILLS

(All Sections)

6 JUNE 2018
2.30p.m. – 4.30p.m..
(2 Hours)

INSTRUCTIONS TO STUDENT

1. This question paper consists of **THREE (3)** pages with 4 questions only.
2. Attempt **ALL** questions.
3. Write your answers in the Answer Booklet.

QUESTION 1 [20 MARKS]

a. What are the two types of goals every student must have and why are these goals important for students? (6 marks)

b. What is procrastination? What can you do as a student to avoid procrastination? (8 marks)

c. Anita is a social learner. Briefly describe a social learner and suggest the learning strategies that Anita can apply as a social learner. (6 marks)

QUESTION 2 [30 MARKS]

a. It's Sam first day on campus as a university student. He will be attending his first lecture tomorrow. As a senior, what advice would you give him? (6 marks)

b. How can Sam review his lecture notes after his lecture? (6 marks)

c. Read the following excerpt from Professor Mathew's lecture. Produce a lecture notes based on the informal outline method. (18 marks)

"Good morning everyone! Let's settle down now. Today we are going to continue were we left off from the previous lecture on creating effective teams. Now, many have tried to identify the factors that are related to team effectiveness and today, we will look into those factors. In general, there are four contextual factors that most significantly relate to team performance or effectiveness. As you can see from the screen, the factors are adequate resources, effective leadership and structure, a climate of trust, and finally, performance evaluation and reward systems. Now let's have a look at the first factor- adequate resources. Teams are part of a larger organisation system every work team relies on resources outside the group to sustain it. A scarcity of the resources directly reduces the ability of a team to perform its job effectively and achieve its goals. As one study concluded, after looking at 13 factors related to group performance, perhaps one of the most important characteristics of an effective work group is the support the group receives from the organisation. This support includes timely information, proper equipment, adequate staffing, encouragement and administrative assistance. The next factor is leadership and structure. Teams can't function if they can't agree on who is to do what and ensure all members share the workload. Agreeing on specifics of work and how they fit together to integrate individual skills requires leadership and structure, either from management or from the team members themselves. It's true in self-managed teams that team members absorb many of the duties typically assumed by managers. However, a manager's job then becomes managing outside the team – rather than inside the team. Next is climate of trust. Members of effective teams trust each other. They also exhibit trust in their leaders. Interpersonal trust among team members facilitates cooperation, reduces the need to monitor each others' behaviour and bonds members around the belief that others on the team won't take advantage of them. Finally is the performance evaluation and reward systems, How do you get team members to be both individually and jointly accountable? This can be done by evaluating and rewarding employees on an individual level and for the entire group for positive outcomes. Group incentives can be group-based appraisals, profit sharing, gainsharing and other system modifications in order to reinforce team effort and commitment. Now, the next topic we will be looking at is..."

Continued...

QUESTION 3 [30 MARKS]

a. Read the following statements. Write F if the statement is a FACT and O if the statement is an OPINION.

i. Discipline teachers in schools should be given the power to punish bullies as this would serve as a lesson to other students in school.
ii. The quality of life in most Southeast Asian countries have decreased in the last ten years.
iii. According to UNICEF, one in every ten children in the world suffer from abuse as young as 3 months after birth.
iv. One of the causes of bullying among school children is lack of discipline at home.
v. Research conducted by a group of medical students proves that malnutrition is one of the causes of psychological disorders among teenagers.

(10 marks)

b. Read the following statements. Write T if the statement is TRUE and F if the statement is FALSE.

i. Bias refers to an author's partiality, inclination toward a particular viewpoint, or prejudice.
ii. "Her hair is as black as ebony" is an example of a personification.
iii. Author's tone refers to the sound of the book or reading material.
iv. Connotative meanings usually refer to the meanings of words that are implicitly defined in the dictionary.
v. In order to say something negative in a positive manner, authors can make use of euphemisms. (10 marks)

c. Read the following situations. What can you infer from the situations?

i. Jack is waiting outside the operating theatre. His hand is clasped together and he walking up and down the corridor. He keeps on looking at his watch and at the operating theatre door. Suddenly he stops in his track and runs to the theatre as he hears the sound of a baby wailing.
ii. Andy is sitting as his study desk. He is supposed to be studying for his upcoming exams. However, his eyes look heavy, he is yawning and he keeps on leaning backwards.
iii. Marissa is at Coffee Bean. Once she has placed her order at the counter, she puts her hand in her handbag. She then starts taking everything out from her bag and looks frustrated. She cancels her order and walks away.
iv. Leila opens the front door of her apartment and switches on the light. She is shocked to see her place in a mess. The drawers were all open. There are things all over the floor. Her laptop on her study desk is missing.
v. The hockey team just finished their game. They are in the changing room. All of the team members are quiet. Their heads are bowed down and the captain of the team is sitting on the bench with his head in his hands.

(10 marks)

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QUESTION 4 [20 MARKS]

a. Read and paraphrase the following short paragraphs.

i. Coffee is actually very healthy. It is loaded with antioxidants and beneficial nutrients that can improve your health. The studies show that coffee drinkers have a much lower risk of several serious diseases. One surprising benefit of coffee is that it can improve your energy levels and make you smarter. This is because it contains a stimulant called caffeine, which is actually the most commonly consumed psychoactive substance in the world. The caffeine is absorbed into the bloodstream and travels into the brain. (5 marks)

ii. Asia has achieved remarkable economic progress in recent decades. However, it is also home to nearly half of the world's poorest people. While most of the developing world's poor live in rural areas, in Asia, the proportion of the poor living in urban areas is increasing. This is a challenge that Asia has to face. (5 marks)

iii. Most of the time people think a student is successful when he/she gets good academic grades. But when you look a little closer, those who achieve good grades are sometimes unhappy students who have only learned to do what teachers ask. It's also said that a student is successful when he or she finds something that motivates him or her to go every day to university, sit down for several hours and seek answers to the questions their teachers and colleagues pose. (5 marks)

iv. Time management is one of the most common problems with university students. Students will feel overwhelmed with all the assignments and deadlines and would not know where to start. The key to managing workload is to write down what has to be done and to schedule doing something about everything each week. Students have to learn to make an appointment with themselves. Some experts on time management have also suggested the usage of daily planners. (5 marks)

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